



Cornell University

# Sample

**Student Progress Review**  
**Standard Doctoral Form**

Student:

Chair:

The first several sections of the Student Progress Review (SPR) form contain questions for the student. Some questions may not be relevant for all students; if a question is not applicable, simply enter "NA".

The last section of the SPR form is for faculty to enter constructive comments and feedback for the student. It is to be completed by the special committee chair after reviewing the information entered by the student (either before or after an in-person meeting with the student).

Some graduate fields may provide more specific instructions about the information that students and/or faculty should include in their responses.

The SPR form results will be available to the student, as well as the student's special committee chair, DGS, and GFA. Some fields may also opt to make results available to the full special committee.

## Section 1 Student and Program Information

This section displays student record information.

*If any of the information in this section is incomplete or inaccurate please contact the Graduate School.*

**Student Name:** \_\_\_\_\_ **Admit Term:** Fall 2015 **Current Status:** Active in Program  
**Graduate Field:** \_\_\_\_\_ **Degree Type:** PHD **Student ID:** \_\_\_\_\_ **Net ID:** \_\_\_\_\_

Special Committee Member	Role	Concentration
	Chairperson	
	Minor Member	
	Minor Member	

**Special Committee Status** Completed  
**Date** 18-APR-2016 **Action Taken** Satisfactory **Required Date** Fall 2016 **Extension Date**

**A Exam Status**  
**Date** \_\_\_\_\_ **A Exam Action Taken** \_\_\_\_\_ **Required Date** \_\_\_\_\_ **Extension Date** \_\_\_\_\_

**B Exam Status**  
**Date** \_\_\_\_\_ **Action Taken** \_\_\_\_\_ **Required Date** \_\_\_\_\_ **Extension Date** \_\_\_\_\_

[Advisor Center](#) may be used by the Chair and Special Committee to view the student's course history and grades.

[Student Center](#) provides similar information for students.

Select **Next** to continue

## Section 2

### Student Reflections on Academic and Professional Development

This section to be completed by the student and reviewed by the special committee chair.

*Not all students will participate in all of the activities below. If a particular question does not apply to you, simply enter "NA."  
Items in parenthesis are listed only as examples.*

How many times in the past year did you meet with your full special committee?

 

Briefly summarize activity and progress on your research/scholarship in the past year, describing the status of your prospectus/proposal and/or dissertation chapters/manuscripts as appropriate to your field of study. If you have a working title for your dissertation, please include it.

List academic presentations given in the past year, providing complete citations.

List academic papers submitted or published in the past year, providing complete citations.

List grant, fellowship, or other funding applications submitted or awarded in the past year.

**Students: save your progress frequently!**

## Section 2

### Student Reflections on Academic and Professional Development- Continued

While a graduate student at Cornell, have you been awarded a fellowship through any of the following programs? Mark all that apply.

- Cornell Colman
- Cornell GEM PhD
- Cornell Sloan
- Deans Excellence Fellowship
- McNair Graduate Fellowship
- Provost Diversity Fellowship
- Sage Fellowship
- SUNY Diversity Fellowship

List recognitions, honors, or awards that you received in the past year (e.g., for research/scholarship, teaching, writing, performances, outreach, mentoring, or service).

List activities in which you participated to develop your teaching, writing, speaking, analytic skills, creative abilities, leadership abilities, or other professional competencies (e.g., outreach, professional experiences, academic/professional associations, internships, workshops, mentorships, study groups, etc.)

Describe any obstacles that affected or impeded your academic progress or professional development. What actions have you taken to overcome these obstacles?

Please provide any additional observations or information that you would like to share regarding your academic progress this past year.

**Students: save your progress frequently!**

### Section 3 Student Academic Planning

This section is to be completed by the student and reviewed by the special committee chair.

*Academic planning includes clarifying expectations, defining goals, and developing timelines in conjunction with the special committee chair.*

List coursework that you plan to complete in the coming year.

Briefly summarize your plans and goals for research/scholarship in the coming year.

If you have not completed the A exam, what is your anticipated term for doing so?

 

If you are in or beyond your third year, what is your anticipated degree conferment month and year?

 

**Students: save your progress frequently!**

## Section 4

### Student Career Planning and Professional Development

This section is to be completed by the student and reviewed by the Special Committee Chair.

*Items in parenthesis are listed only as examples of topics that the student may want to consider as they respond to the questions in this section.*

Briefly summarize your career-related goals and/or career considerations. (e.g., type of activity: research/discovery/invention, teaching, management, analysis, writing; type of employer: business, education, entrepreneurship, government, non-profit, start-up; geographic priorities; financial objectives; etc.)

Briefly summarize your goals and/or plans for professional development in the coming year. (e.g., clinical experience, communication, conferences, internships, international experiences, networking, performances, speaking, teaching, writing, technical skills, etc.).

Upload your current resume or curriculum vitae (this will replace any versions previously submitted).

**Students: save your progress frequently!**

## Section 5 Field-Specific Questions

Your field does not have any field specific questions.  
Please read the instructions below to proceed.

### STUDENTS:

- To submit the form to your special committee chair now, select **Next** until you have reached the end of the form. You will not be able to edit the form after it is submitted!
- To submit the form later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF for download).

### FACULTY:

- To enter feedback for the student now, select **Next**.
- To enter feedback for the student later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF).

## Section 6 Faculty Feedback - General Comments and Overall Evaluation

This section is to be completed by the special committee chair; all feedback will be visible to the student.

Comments regarding the students' demonstrated strengths and areas for development (in relation to the student's career interests):

Comments regarding the student's overall progress:

Evaluation of the student's overall progress and planning:

### STUDENTS:

- To submit the form to your special committee chair now, select **Next** and enter your electronic signature. You will not be able to edit the form after it is submitted!
- To submit the form later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF for download).

### FACULTY:

- To submit feedback for the student now, select **Next** and enter your electronic signature.
- To submit feedback for the student later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF).

Student Signature

Advisor Signature